

FLAG POLE PERMIT
Murfreesboro City Code 25 ¼ - 26
APPLICATION FOR PLAN REVIEW

City of Murfreesboro
Building & Codes Department
P.O. Box 1139, 111 W. Vine Street
Murfreesboro, TN 37133-1139
Web site: murfreesborotn.gov

Telephone: (615) 893-3750
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bhardison@murfreesborotn.gov
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Signs located in the GDO and in Planned Districts may have additional requirements or limitations.

A copy of the sign ordinance can be downloaded from the City of Murfreesboro web-site: murfreesborotn.gov.

Applications may be transmitted electronically, by mail or personal delivery to:

Sheila Lilly- slilly@murfreesborotn.gov. There is no fee charged for a flag pole permit

DO NOT SUBMIT APPLICATIONS DIRECTLY TO THE SIGN INSPECTORS

Project Address: _____ Project Name: _____

Applicant Name: _____ Phone #: _____ Fax #: _____ email: _____

Address: _____ City: _____ State: _____ Zip: _____ State Lic. #: _____

Sign Contractor Name: _____ Phone #: _____ Fax #: _____ email: _____

Address: _____ City: _____ State: _____ Zip: _____ State Lic. #: _____

Property Owner's Name: _____ Phone #: _____ Fax #: _____ email: _____

Address: _____ City: _____ State: _____ Zip: _____

CLASS OF WORK: ☐ New ☐ Alteration ☐ Relocation ☐ Demolition ☐ Reconstruct

VALUATION: \$ _____ **TN ONE CALL CONFIRMATION#:** _____

(Valuation is defined as the total cost of all signage together with construction and installation, including all materials, labor, site preparation, design fees, overhead and profit)

ZONING CLASSIFICATION GROUP(S) AND USE OF BUILDING(S):

_____ **Residential Zone (RS, RD, RZ and PRD Districts)**

Permanent Flag signs:

Category: ☐ Non-Commercial

Type: ☐ Ground Mounted

☐ Wall Mounted Vertical

☐ Wall Mounted Outrigger

Number: _____ (3 max.)

Size: ☐ (40 sq. ft. max. any one flag sign
 (98 sq. ft. max. total flag signage)

Setback: ☐ Rights of Way (5' minimum)

☐ Power Lines (8' minimum)

Height: ☐ (35' max. if ground mounted)

 (20' max. if Wall Mounted Vertical)

 (16' max. if Wall Mounted Outrigger)

Illuminated: ☐ (Indirect Only and must not direct glare into any building on any other Property.)

Printed Applicant Name: _____

Signature: _____

Date: _____

FLAG POLE PERMIT APPLICATION (continued):

Project Address: _____

Neither the flag or flagpole or other support may extend over the public rights of way.
Neither the flag sign, flagpole or other support structure may extend over an adjoining property line without the written consent of the adjoining property owner.

_____ **Residential Zone (RM-12, RM-16, RM-22, and R-MO Districts)**

Entrance Flag Signs:

Type: _____ Ground Mounted

Number: _____ (4 per entrance max., 8 flags max. per lot)

Size: _____ (40 sq. ft. max.)

Setback: _____ Rights of Way (5' minimum)

_____ Power Lines (8' minimum)

Height: _____ (35' max. if ground mounted)

Illuminated: ____ (Indirect Only and must not direct glare into any building on any other Property.)

Neither the flag or flagpole or other support may extend over the public rights of way.

Neither the flag sign, flagpole or other support structure may extend over an adjoining property line without the written consent of the adjoining property owner.

_____ **OG, CM, CL, CU,P, CM-R, CM-RS8 and PND**

_____ Commercial and noncommercial uses-single occupant

_____ Commercial and noncommercial – multi-tenant complex

Entrance Flag Signs:

Type: _____ Ground Mounted

Number: _____ (4 per entrance max., 8 flags max. per lot)

Size: _____ (40 sq. ft. max.)

Setback: _____ Rights of Way (5' minimum)

_____ Power Lines (8' minimum)

Height: _____ (35' max. if ground mounted)

Illuminated: ____ (Indirect Only and must not direct glare into any building on any other Property.)

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_____ **CBD District**

_____ Commercial and noncommercial uses-single occupant

_____ Commercial and noncommercial – multi-tenant complex

Flag signs:

Type: _____ Ground Mounted

_____ Wall Mounted Vertical

_____ Wall Mounted Outrigger

Number: _____ (3 max.)

Size: _____ (150 sq. ft. max. any one flag sign
230 sq. ft. max. total flag signage)

Setback: _____ Power Lines (8' minimum)

Height: _____ (50' max. if ground mounted)

(20' max. if Wall Mounted Vertical)

(16' max. if Wall Mounted Outrigger)

Illuminated: ____ (Indirect Only and must not direct glare into any building on any other Property.)

Printed Applicant Name: _____

Signature: _____

Date: _____

FLAG POLE PERMIT APPLICATION (continued):

Project Address: _____

Neither the flag sign, flagpole or other support structure may extend over an adjoining property line without the written consent of the adjoining property owner.

_____ **CH, H-I, 1-I, and CF Districts**

_____ Commercial and noncommercial uses-single occupant

_____ Commercial and noncommercial – multi-tenant complex – separate outside entrance(s)

_____ Commercial and noncommercial – multi-tenant complex – common outside entrance(s)

Flag signs:

Type: _____ Ground Mounted
_____ Wall Mounted Vertical
_____ Wall Mounted Outrigger

Number: _____ (3 max.)

Size: _____ (150 sq. ft. max. any one flag sign
_____ (230 sq. ft. max. total flag signage)

Setback: _____ Rights of Way (20' minimum)
_____ Power Lines (8' minimum)

Height: _____ (50' max. if ground mounted)
_____ (20' max. if Wall Mounted Vertical)
_____ (16' max. if Wall Mounted Outrigger)

Illuminated: _____ (Indirect Only and must not direct glare into any building on any other Property.)

Neither the flag or flagpole or other support may extend over the public rights of way.

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_____ **BP and GDO Districts**

Flag signs:

Type: _____ Ground Mounted
_____ Wall Mounted Vertical
_____ Wall Mounted Vertical

Number: _____ (3 max.)

Size: _____ (150 sq. ft. max. any one flag sign
_____ (230 sq. ft. max. total flag signage)

Setback: _____ Rights of Way (20' minimum)
_____ Power Lines (8' minimum)

Height: _____ (50' max. if ground mounted)
_____ (20' max. if Wall Mounted Vertical)
_____ (16' max. if Wall Mounted Outrigger)

Illuminated: _____ (Indirect Only and must not direct glare into any building on any other property.)

Neither the flag or flagpole or other support may extend over the public rights of way.

Neither the flag sign, flagpole or other support structure may extend over an adjoining property line without the written consent of the adjoining property owner.

_____ **GDO 1, 3, 4 and non-residential PUD only**

Flag signs:

Type: _____ Ground Mounted
_____ Wall Mounted Vertical
_____ Wall Mounted Outrigger

Number: _____ (3 max.)

Printed Applicant Name: _____

Signature: _____

Date: _____

FLAG POLE PERMIT APPLICATION (continued):

Project Address: _____

Size: _____ (150 sq. ft. max. any one flag sign)
(230 sq. ft. max. total flag signage)

Setback: _____ Rights of Way (5' minimum)
_____ Power Lines (8' minimum)

Height: _____ (50' max. if ground mounted)
(20' max. if Wall Mounted Vertical)
(16' max. if Wall Mounted Outrigger)

Illuminated: ____ (Indirect Only and must not direct glare into any building on any other property.)

Neither the flag or flagpole or other support may extend over the public rights of way.

Neither the flag sign, flagpole or other support structure may extend over an adjoining property line without the written consent of the adjoining property owner.

_____**Residential uses of PUD only**

Type: _____ Ground Mounted
_____ Wall Mounted Vertical
_____ Wall Mounted Outrigger

Number: _____ (3 max.)

Size: _____ (40 sq. ft. max. any one flag sign)
(98 sq. ft. max. total flag signage)

Setback: _____ Rights of Way (5' minimum)
_____ Power Lines (8' minimum)

Height: _____ (35' max. if ground mounted)
(20' max. if Wall Mounted Vertical)
(16' max. if Wall Mounted Outrigger)

Illuminated: ____ (Indirect Only and must not direct glare into any building on any other property.)

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Neither the flag sign, flagpole or other support structure may extend over an adjoining property line without the written consent of the adjoining property owner.

_____**PCD and PID Districts**

_____**Commercial and noncommercial uses-single occupant**

_____**Commercial and noncommercial – multi-tenant complex – separate outside entrance(s)**

_____**Commercial and noncommercial – multi-tenant complex – common outside entrance(s)**

Flag signs:

Type: _____ Ground Mounted
_____ Wall Mounted Vertical
_____ Wall Mounted Outrigger

Number: _____ (3 max.)

Size: _____ (150 sq. ft. max. any one flag sign)
(230 sq. ft. max. total flag signage)

Setback: _____ Rights of Way (20' minimum)
_____ Power Lines (8' minimum)

Height: _____ (50' max. if ground mounted)
(20' max. if Wall Mounted Vertical)
(16' max. if Wall Mounted Outrigger)

Illuminated: ____ (Indirect Only and must not direct glare into any building on any other Property.)

Neither the flag or flagpole or other support may extend over the public rights of way.

Neither the flag sign, flagpole or other support structure may extend over an adjoining property line without the written consent of the adjoining property owner.

Printed Applicant Name: : _____

Signature: _____

Date: _____

FLAG POLE PERMIT APPLICATION (continued):

Project Address: _____

FLAG POLE PERMIT REQUIREMENT CHECKLIST

PROJECT NAME: _____

Plan Review Application Will Not be Processed without the Following Information; check to show compliance.

- _____ Completed Application
- _____ Lighting specifications _____ Electrical Permit
- _____ Consent of adjoining landowner if flag sign will extend over property line

- _____ (1) **Ground Mounted Flag Poles <16' in height**
 - Two dimensional sketches showing:
 - _____ Location of flag pole on site
 - _____ Height of flag pole
 - _____ Shape and extended dimensions of flag sign
 - _____ Setbacks from rights-of-way and powerlines
 - _____ Location of any underground or surface easements

- _____ (2) **Ground Mounted Flag Poles 16' to < 35' in height**
 - _____ All requirements for flagpole < 16' in height
 - _____ Two dimensional sketches of the foundation of the flag pole

- _____ (3) **Ground Mounted Flag Poles 35' or > in height**
 - _____ All requirements for flag poles < 35' in height
 - _____ All plans must be drawn to scale
 - _____ All plans must be sealed by a registered Tennessee Engineer (or pre-engineered by a flag pole manufacturing company) with windloads specified in accordance with applicable provisions of the adopted International Building Code as amended.

- _____ (4) **Wall Mounted Vertical or OutRigger Flag Poles**
 - Two dimensional sketches showing:
 - _____ Location and position of the flag pole with respect to the building or structure to which it will be attached
 - _____ Height or length and angle of the flag pole
 - _____ Shape or extended dimension of the flag sign
 - _____ Distance from the lowest point of the flag sign to the ground or other surface directly beneath such lowest point
 - _____ All plans must be drawn to scale
 - _____ All plans must be sealed by a registered Tennessee engineer)or pre-engineered by a flag pole manufacturing company) with windloads specified in accordance with applicable provisions of the adopted International Building Code, as amended.

- _____ (5) **Field Markings by Applicant at time of Application**
 - _____ Flag pole location must be marked by stake or other similar manner for a location inspection.
 - _____ Tennessee One Call Confirmation #. (Dial 811)

Printed Applicant Name: : _____

Signature: _____

Date: _____

FLAG POLE PERMIT APPLICATION (continued):

Project Address: _____

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local ordinance regulating construction or the performance of construction.

SIGNATURE OF APPLICANT

DATE SIGNED

PRINTED NAME

TITLE

**** An electrical permit for final connection to sign must be obtained prior to sign permit issuance.**

FOR OFFICE USE ONLY

Staff Comments/Conditions: _____

Zone District: _____

Approved: _____

Date: _____

Disapproved: _____

Date: _____

Incomplete/Not Accepted: _____

Date: _____